

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **ACTIVITIES DIRECTOR**
Department: High School(s)
Reports to: Site Principal

SUMMARY:

The Activities Director shall organize all student activities and coordinate staff support and supervision of these activities. The activities include, but not limited to, dances, lunchtime activities, assemblies, awards, and graduation activities. Works closely with the Principal and Assistant Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinates student activities with the Student Leadership Class, and the Student Council.
 - * Works with leadership teacher to organize elections of student body officers and student council members.
 - * Implements student body activities.
 - * Supervises students during activities.
2. Organizes and supervises dances.
 - * Arranges for dance dates and music.
 - * Arranges for supervision.
 - * Organizes concessions.
 - * Contacts parent volunteers.
3. Coordinates assemblies with administration.
 - * Academic, awards and special interest activities.
4. Works with administration to promote student activity information to the community.
 - * Assists in collecting materials for parent newsletter.
 - * Speaks with community groups as needed.
 - * Contacts appropriate community agencies.
5. Responsible for monitory and properly using selected student body funds.
 - * Works closely with student council, coordinating expenditures as per the ASB.

SUPERVISORY RESPONSIBILITIES:

Exercises supervision over students and leadership class.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Possesses appropriate credential.

CERTIFICATES, LICENSES, REGISTRATIONS:

Appropriate earned teaching credential.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents and students.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Is familiar with student body accounting handbook.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will occasionally sit, walk or stand. Ability to visit various buildings in the district. Specific vision abilities required by this job include close vision distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to quiet. While performing the duties of this job, the employee must be able to meet deadlines with severe time constraints. The employee will frequently work irregular or extended work hours while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.